

# 4th Estate Quota

# Management

# &

# ACQTAS Help Desk



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**September 03-05,  
2008**

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# **Presentation Agenda**

## **Quota Management & ACQTAS Help Desk Presentations:**

- 1. ACQTAS Help Desk - Overview and Status**
- 2. Reservation - Statistics - Year to Date**
- 3. Reservations - Summary and Analysis - Year to Date**
- 4. Additional Classes - 852 Funding**
- 5. Quota Management Tips - FY 09**
- 6. ATRRS Training Workshop**

# **1. ACQTAS Help Desk**

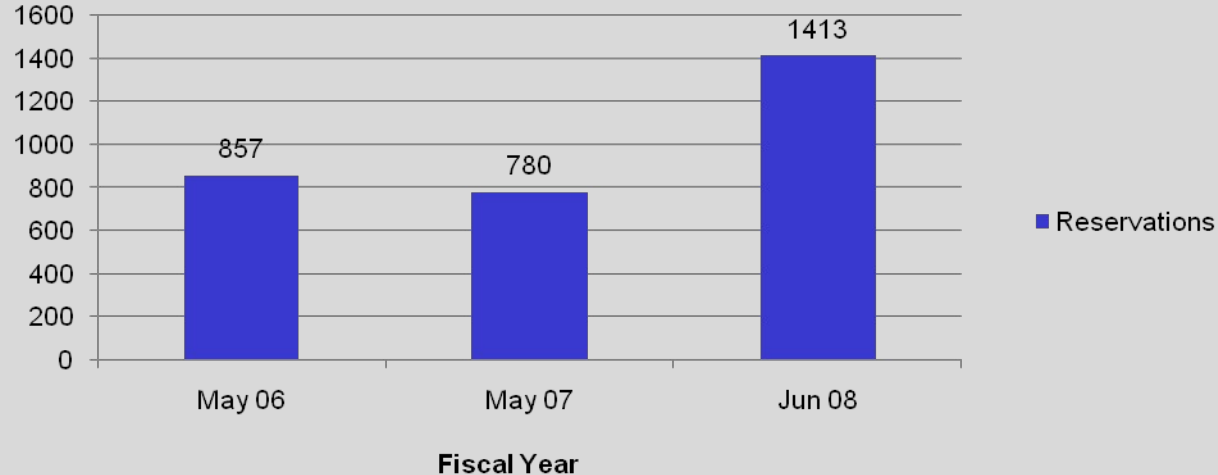
## **Help Desk Overview**

- **The ACQTAS Help Desk continues to provide service to the 4<sup>th</sup> Estate. It has been staffed by ASM Research since July 2005. There is one dedicated Help Desk Technician, and three Help Desk Technicians who are fully cross trained on ACQTAS support issues.**
- **The ACQTAS Help Desk operates from 7:30 AM to 5:30 PM (EST), Monday through Friday. A voicemail system receives calls outside of operating hours, which are then returned the next business day. Telephone: 703-645-0161. Email: [acqtasHelp@dau.mil](mailto:acqtasHelp@dau.mil)**
- **The ACQTAS Help Desk has handled 2,864 emails and 730 phone calls from January 01 through August 22, 2008.**

# 2a. Reservations Statistics

## First Month Reservations for the New FY: FY 07 vs FY 08 vs FY 09:

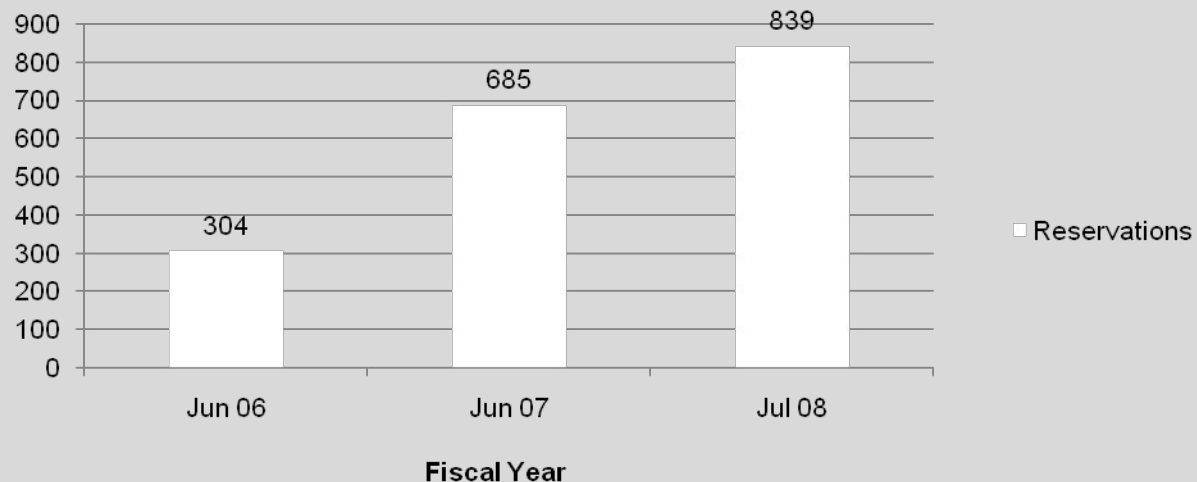
Reservations - First Month



## 2b. Reservations Statistics

### Second Month Reservations for the New FY: FY 07 vs FY 08 vs FY 09:

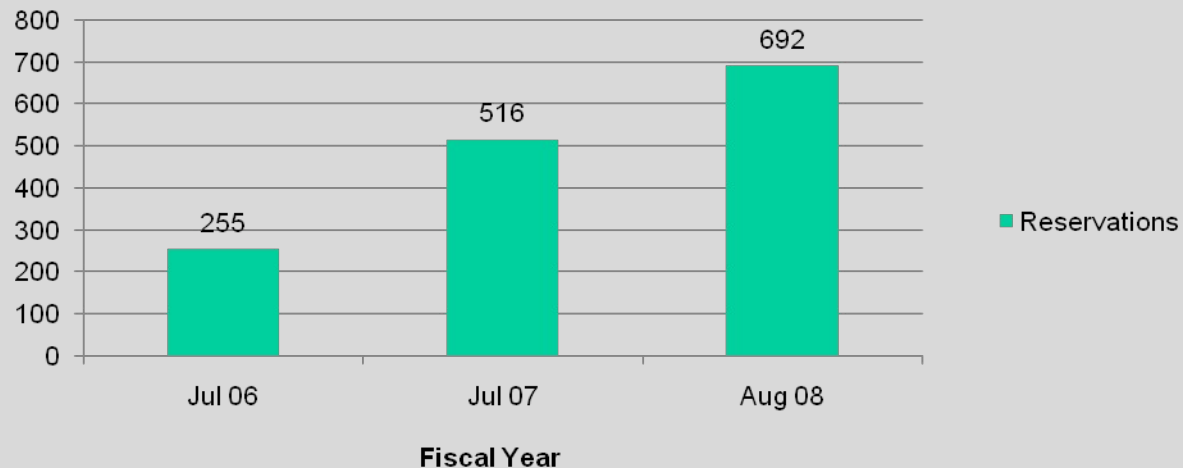
Reservations - Second Month



## 2c. Reservations Statistics

### Third Month Reservations for the New FY: FY 07 vs FY 08 vs FY 09:

Reservations - Third Month

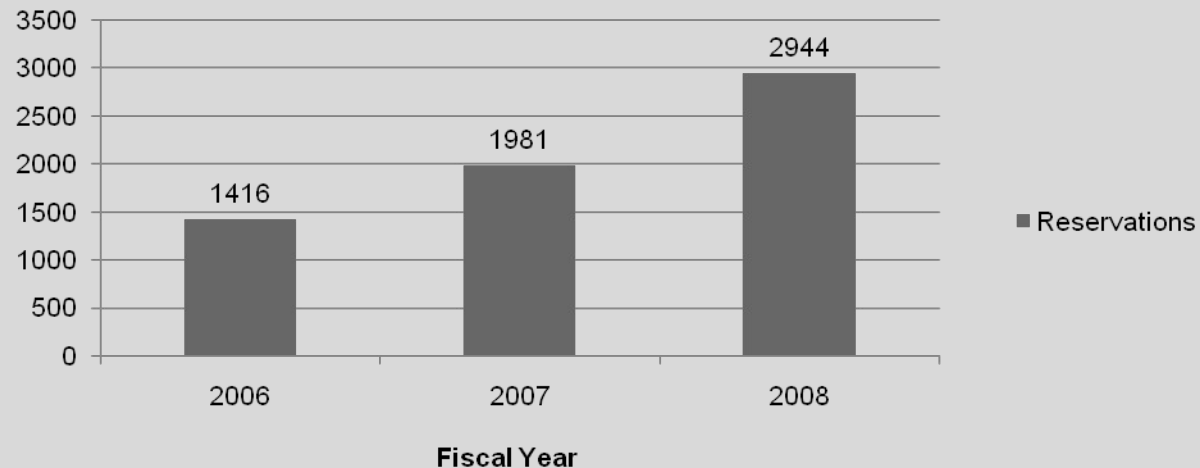


\* August statistics through 22 Aug; projected through end of August.

# 3a. Reservation - Summary

## First 3 Months Reservations for the New FY: FY 07 vs FY 08 vs FY 09:

Reservations - First 3 Months



## 3b. Reservations - Summary



- ... in this case, it paid off!



## **3c. Reservations - Summary**

### **Results Year to Date FY 2009 classroom reservations made in Jun, Jul, Aug 2008:**

- **The number of reservations in the first 3 months of 2008, for new FY 09 classroom classes, is 2,944.**
- **This is an increase of 963 reservations, or 48% increase over last year (2007).**
- **This is an increase of 1,528 reservations, or 107%, over the previous year (2006).**

# **3d. Reservations - Analysis**

## **Benefits of Early Reservation Activity:**

- **Reservations made EARLY (June, July and August), benefit the 4<sup>th</sup> Estate in three ways:**
  - **Students can choose more local classes that have NO associated travel costs.**
  - **If students do have to travel, they can choose locations with lower travel costs than if they wait until later in the FY.**
  - **Students have more classes to choose from which allows them to better meet their training needs at convenient times throughout the FY.**

# **4. 852 Funding**

## **Additional Classes Proposed**

**DAU Scheduling has proposed additional classes with 852 Funding.**

- **For FY 09, there are currently a total of 1,406 classes on the schedule. DAU has proposed adding 338 classes across 33 DAU courses. Classes would be added in the following courses:**
- **.**
- **ACQ 201B,**
- **BCF 107, BCF 203, BCF 204, BCF 205, BCF 211, BCF 301,**
- **CON 120, CON 215, CON 217, CON 218, CON 234, CON 243, CON 244, CON 353,**
- **IRM 201, IRM 304,**
- **LOG 201, LOG 236, LOG 350,**
- **PMT 352B, PMT 401, PMT 402,**
- **PQM 201B, PQM 301,**
- **SAM 201, SAM 301,**
- **STM 201, STM 302,**
- **SYS 203, SYS 302,**

# 5. Quota Management tips - FY 09

## Quota Management Tips:

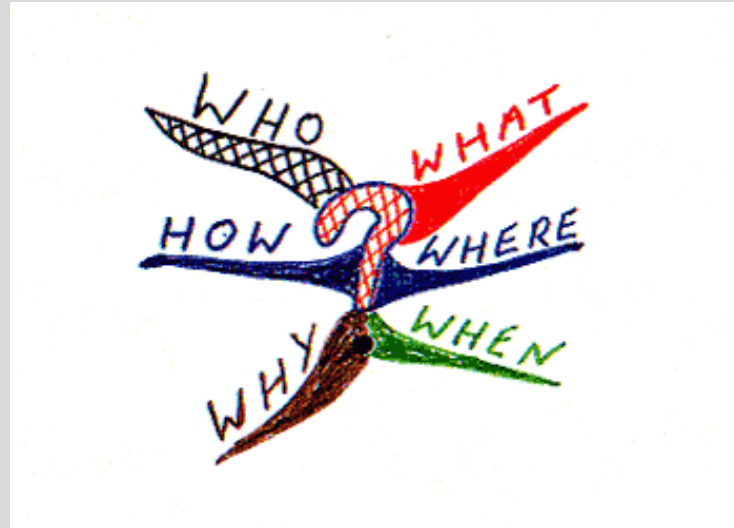
1. Stay in contact with your Acquisition Workforce employees and encourage them to continue to make their DAU training reservations as soon as possible in the coming months.
2. Be sure that your employees know that they can, and should, make multiple waits when they can not obtain a reservation. A student can make as many waits as they want for any course. The first class with a vacant seat will cause a wait to "roll into" a reservation, and automatically cancel the remaining waits.
3. If you have onsite classes, fill them first. Quotas are assigned to these classes and must be used. Be sure to fill onsite classes prior to class Roll Dates. Once onsites are filled, then make reservations in resident classes.
4. Encourage walk ins. Students can walk into a local class if they can't get a reservation in a course. A

# **6. ATRRS Training Workshop**

**December 16 - 18, 2008, Atlanta,  
GA**

- **If you utilize ATRRS to perform any portion of your job responsibilities, please note the upcoming ATRRS Training Workshop, which will be held in Atlanta, GA on December 16, 17 and 18 at the Sheraton Atlanta Hotel.**
  
- **Topics of interest at this Workshop include:**
  - **ATRRS Quota Managers' Workgroup.**
  - **Civilian Training Management Initiatives in ATRRS.**
  - **Generating Reports and Statistics.**
  - **Applying for and Managing DAU Training.**
  
- **Workshop details can be found in the ATRRS Headlines section of the ATRRS Home Page:  
<https://www.atrrs.army.mil/>**
  
- **Registration for the Workshop is at:  
<https://www.atrrs.army.mil/ATRRSTrainingWorkshop>**

# Questions? Comments?



**Thank you for all your support!**

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**If there is anything that the  
4<sup>th</sup> Estate DACM Office  
can do to assist you with  
quota management or  
reservations, please let  
me know!**

**DoDDACMQuotas@asmr.co  
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